Renewal Application Data (RAD)

2005-2006

U.S. Department of Education

F E D E R A L
STUDENT AID

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Overview

Preface

Each year the Central Processing System (CPS) creates a Renewal Free Application for Federal Student Aid (FAFSA) for students who are eligible to participate in the renewal application process. The Renewal FAFSA is a tremendous time-saver for students because most of the information they provided on their prior-year application is carried forward and pre-printed on their Renewal FAFSA. Students need only answer certain income and asset questions and update other information if it has changed from the previous year.

The *Renewal Application Data (RAD) Process Guide* is designed to meet the reference needs of financial aid administrators, programmers, and data processing staff. It provides useful information about the 2005-2006 renewal application process, including a summary of the major changes to the process and the form, a schedule of important dates, and procedures for requesting paper Renewal FAFSAs using the FAA Access to CPS Online Web site.

What's New for 2005-2006?

Changes

Processing trends show that an increasing number of students are using the Web to reapply for aid each year, and fewer are submitting paper Renewal Applications. In 2004-2005 about 10.4 million students were eligible to participate in the renewal application process. Of those, nearly 7.8 million received Renewal Reminders and 2.5 million received paper Renewal FAFSAs. Of the students who received a paper Renewal FAFSA, only 10% (250,000) completed and mailed the form for processing.

Since most continuing students are now using the Web to reapply for aid, beginning in 2005-2006 we will automatically send Renewal Reminders to all renewal eligible students instead of sending them paper Renewal FAFSAs. Renewal Reminders inform students they may use the Web to reapply for aid.

However, if you want to request that some of your students continue to receive paper Renewal FAFSAs instead of Renewal Reminders, you can do so through FAA Access to CPS Online or by sending a request file though the Student Aid Internet Gateway (SAIG).

As in past years, only students who meet certain criteria are eligible to receive paper Renewal FAFSAs. Therefore, if you wish to request paper Renewal FAFSAs for selected students for 2005-2006, you can only do so for those students who provided a deliverable mailing address on their 2004-2005 applications and fall into at least *one* of the following categories:

- Students who did not use the Web to file an application or make a correction in 2004-2005, OR

- Students who did not provide a valid e-mail address on their 2004-2005 FAFSA, OR

- Students who are not fifth-year undergraduates or graduate/professional students in 2004-2005.

If we do not have a deliverable mailing address with which to correspond with the student, we will not create a paper Renewal FAFSA. However, if the student provided a valid e-mail address on his or her 2004-2005 FAFSA, we will send a Renewal Reminder in lieu of a paper Renewal FAFSA.

We are also making the following changes to the renewal application process for 2005-2006:

- Because no schools used the RAD Request option Type 4 last year, we are eliminating this option in 2005-2006. RAD Request option Type 4 allowed schools to request records by grade level.

- We have expanded the Renewal Application eligibility requirements. We will now send an E-mail Renewal Reminder to any student who has an undeliverable mailing address if he or she provided an e-mail address with valid syntax. An "undeliverable" address is one that is missing at least two of the following: city, state, and zip code.

- Before creating Renewal Applications for students, we will compare renewal eligible records with a Death Master File, which is a listing of Social Security Numbers (SSNs) associated with deceased persons. If an SSN on the Death Master File matches an SSN on the renewal eligible records file, we will not create a Renewal Application for that individual. In addition, the CPS will disable PINs associated with individuals found in the file of deceased persons.

- If the student's parents received a positive SSN, name, and date of birth (DOB) match (SSN Match Flag equals 4) with the Social Security Administration (SSA) on the student's 2004-2005 application, we will:

  – Carry forward the parental SSN match results to the 2005-2006 Renewal FAFSA, and

  – Pre-print on the 2005-2006 Renewal FAFSA the parents' names, DOBs, and the last four digits of the parents' SSNs from the student's 2004-2005 application.

  To protect privacy, we are only printing the last four digits of the parent's SSN. The first five digits will appear as Xs. If you need to access the full parental SSN, you can view it using FAA Access to CPS Online.

  If the student's parent(s) did not receive a positive SSN match, we will not carry forward the parent's SSN Match Flag results, nor will we pre-print the parent's SSN, name, or DOB on the 2005-2006 Renewal FAFSA.

- On Renewal FAFSA on the Web, we are carrying forward the parent's e-mail address from the 2004-2005 application if it contains valid syntax.

- We changed the CPS for 2005-2006 to accept two-character Canadian province codes in the mailing state field. Therefore, if the Mailing State field was CN on the student's 2004-2005 FAFSA, we are setting it to blank on the 2005-2006 Renewal FAFSA so the student can fill in the appropriate province or territory code.

- To ensure that you always have the most current versions of the record layouts for Type 2 Individual Paper Renewal Export and Error Import Records and RAPP PIN/Print Notifications, we have removed them from this process guide and ask that you refer to the "Record Layouts" section of the *2005-2006 Electronic Data Exchange (EDE) Technical Reference.* You can download the *2005-2006 EDE Technical Reference* in Adobe PDF format from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at <u>fsadownload.ed.gov</u>. See the "Where can I find the Renewal Application record layouts?" on page 27 of this guide for more information.

- To help you and the FAFSA processor more quickly identify the cycle year of each Renewal FAFSA, we are making the following changes:

    - Beginning this year, at the top of the application we will alternate the side of the page on which we print the Department of Education logo.

    - We are adding the cycle year to the bar code to ensure forms are processed in the correct cycle flow.

    - To simplify mail sorting, we are now providing a gray return envelope with the 2005-2006 paper Renewal FAFSA.

    - Because we no longer need it for quality control purposes, we are no longer printing the student's last name on page two of the Renewal FAFSA.

2005-2006 Schedule

Important Renewal Application Dates

Event	Date
FSA sends a network message to schools • The network message reminds schools to tell their students to update their mailing addresses or e-mail addresses in the CPS so their Renewal Reminders or paper Renewal FAFSAs can be sent to the correct address. We are also placing a reminder message on the FAFSA on the Web site.	August 2004
The CPS finalizes the Renewal Application database • The CPS finalizes the Renewal Application Eligibility File during this time. Corrections to a student record that affect 2005-2006 Renewal Application eligibility determination, such as resolving a reject or correcting an address, must be made before October 4, 2004. Otherwise, the student may not qualify for a Renewal FAFSA or the changes will not appear on the Renewal FAFSA. See the "Student Eligibility to Participate in the Renewal Application Process" section on page 8 to determine which students are eligible for a Renewal Application.	10/4/04 – 10/8/04
Schools can begin submitting paper Renewal Application requests • You may begin submitting 2005-2006 paper Renewal Application requests on this date, but the CPS does not begin processing requests daily until October 11, 2004.	10/4/04

2005-2006 Schedule (Continued)

Event	Date
The CPS processes paper Renewal Application requests daily • Your paper Renewal Application Request File must be transmitted and completely received by the CPS no later than 5:00 p.m. CT, October 29, 2004.	10/11/04 – 10/29/04
The CPS transmits to each destination point a RAPP PIN/Print Notification File (PINR06OP), which lists the school's 2005-2006 Renewal Application eligible student participants and indicates whether students were sent a PIN, a paper Renewal FAFSA, or neither • Every school associated with a destination number receives this file.	11/4/04
The CPS sends Renewal Reminders directly to students • See "What does the student automatically receive as part of the Renewal Process?" on page 9 to determine which students are eligible for a Renewal Reminder.	11/5/04 – 12/17/04
The CPS prints and mails paper Renewal FAFSAs directly to students whose schools requested they receive a paper Renewal FAFSA instead of a Renewal Reminder.	11/5/04 – 12/17/04

Eligibility for the Renewal Application Process

School Eligibility to Make Paper Renewal FAFSA Requests

If you would like to request paper Renewal FAFSAs for students at your school through FAA Access to CPS Online or through the Student Aid Internet Gateway (SAIG), your school must have completed and filed an SAIG Enrollment form.

The school's Destination Point Administrator (DPA) can complete, review, or update his or her enrollment information on the U.S. Department of Education's SAIG Enrollment Web site, located at fsawebenroll.ed.gov. After selecting "Check Enrollment Status," the DPA will be required to enter his or her TG number, SSN, and DOB. DPAs can also verify enrollment information by contacting CPS/SAIG Technical Support at 800/330-5947.

Your school must have an active enrollment status for the Federal School Code you plan to use for your paper Renewal Application request, which means you have correctly indicated the Federal School Code on your SAIG Enrollment form to perform the following Electronic Data Exchange (EDE) services:

- Submit electronic applications for 2004-2005 or 2005-2006.

- Submit electronic corrections for 2004-2005 or 2005-2006.

- Have write access for doing paper Renewal Application requests through FAA Access to CPS Online (DPAs automatically have these rights).

Student Eligibility to Participate in the Renewal Application Process

The CPS builds the 2005-2006 Renewal Application (RAPP) database from the 2004-2005 database and finalizes the build from October 4 through October 8, 2004. The build process selects the highest 2004-2005 CPS transactions with EFCs that did not result from a dependency override or professional judgment.

A renewal application record is produced from the selected transaction, and the student is eligible to file a 2005-2006 Renewal FAFSA if the selected transaction also meets all the following conditions:

- The transaction does not have a duplicate current SSN (that is, the student does not have the same current SSN as another student on file with the CPS for 2004-2005),

- The transaction does not contain an NSLDS match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan,

- The transaction is not on the Drug Abuse Hold File, and

- The SSN does not match a record on a Death Master File, which is a listing of SSNs associated with deceased persons.

Renewal Application Process

Questions & Procedures for the Renewal Application Process

What does the student automatically receive as part of the renewal process?

After the CPS determines which students are eligible to participate in the 2005-2006 renewal process, the CPS reviews each student's 2004-2005 record to determine which type of Renewal Reminder the student will receive. The CPS automatically sends the appropriate Renewal Reminder, so you do not need to make a request for this. The following types of Renewal Reminders are sent:

PIN Mailer Renewal Reminder

A PIN Mailer is a paper document that we mail to a student's permanent mailing address. It reminds students that beginning on January 1, 2005, they can use their PINs to access and complete their 2005-2006 Renewal FAFSAs on the Web. The PIN Mailer will once again contain a tear-out card with the student's PIN.

Students who received a positive SSN, name, and DOB match (SSN Match Flag equals 4) with the SSA in 2004-2005 and did not provide an e-mail address will receive a PIN Mailer Renewal Reminder. Note that if your school or another school requested that a student receive a paper Renewal FAFSA through the paper Renewal Application request process we will not send that student a Renewal Reminder.

E-mail Renewal Reminder

If the student supplied an e-mail address with correct syntax on his or her 2004-2005 FAFSA, the student will receive an E-mail Renewal Reminder instead of a PIN Mailer.

The e-mail, which is similar to the PIN Mailer, reminds students that with their PINs they can reapply for aid on the Web beginning on January 1, 2005. The e-mail also tells students who have forgotten their PINs to go to the pin.ed.gov Web site to request a duplicate PIN. In addition, the e-mail reminds students about the sensitivity of their PINs and urges them to protect their application data by never sharing their PINs with anyone, including commercial service providers.

What do I need to do if I want my students to receive a Renewal Reminder?

You do not need to do anything if you want your renewal eligible students to receive Renewal Reminders. The CPS automatically generates and sends the appropriate Renewal Reminders to them.

What do I need to do if I want my students to receive a paper Renewal FAFSA?

You will need to make paper Renewal FAFSA requests through FAA Access to CPS Online or Type 2 Requests through the SAIG. Instructions for making paper Renewal FAFSA requests are found in the "How do I make a paper Renewal Application request?" section on page 12 of this guide.

It is important to note that the system allows you to request a paper Renewal FAFSA for any student, but only students who meet the criteria described earlier in this guide will receive paper Renewal FAFSAs. If you request a paper Renewal FAFSA for a student who does not meet the criteria, the CPS will attempt to send the student a PIN Mailer or E-mail Renewal Reminder instead.

What are the important dates I need to remember?

Schools can begin submitting 2005-2006 paper Renewal Application requests to the CPS on *October 4, 2004,* using one of the options described in the next section, "What are my paper Renewal Application request options?" Students can enter and submit 2005-2006 Renewal FAFSA data to the CPS beginning on *January 1, 2005.*

By submitting your paper Renewal Application request by *October 29, 2004, at 5:00 p.m. CT,* you are asking the CPS to send paper Renewal FAFSAs instead of Renewal Reminders to selected students.

What are my paper Renewal Application request options?

If your school's destination is properly set up to participate (see the "Eligibility for the Renewal Application Process" section on page 7 for additional details on school eligibility to participate), you can submit a paper Renewal Application request for the 2005-2006 processing cycle. Again, by submitting a paper Renewal Application request you are telling the CPS you want selected students to receive paper Renewal FAFSAs instead of Renewal Reminders.

Your school has two options for requesting paper Renewal FAFSAs for your students:

- Make a paper Renewal Application request through FAA Access to CPS Online. From FAA Access to CPS Online you can choose the following request types:

  - Type 1: Request paper Renewal Applications for all records for all schools under your destination point

  - Type 2: Request paper Renewal Applications individually by Social Security Number (SSN must be listed under your school code)

  - Type 3: Request paper Renewal Applications for all records for specific schools

- Make a Type 2 individual paper Renewal Application request through the SAIG. You can build an ASCII file of SSNs and name IDs and transmit it to the CPS through the SAIG.

  Note the following about Type 2 Requests:

  - EDconnect, the SAIG transmission software, does not check your paper Renewal Application Request File to ensure correct formatting. We suggest you double-check your file before transmission to confirm that it is formatted correctly. See the "Helpful Hints" section on page 26 for formatting tips.

- You *must* include the SAIG transmission header and trailer records within the ASCII file you build.

- Do not use last year's record layouts, dates, or blank lines within your Type 2 Request file.

- Enter all alphabetical information in uppercase letters throughout the file.

How do I make a paper Renewal Application request?

Using the FAA Access to CPS Online Web site

Follow the steps below to access the FAA Access to CPS Online Web site to submit your 2005-2006 paper Renewal Application requests.

Important Note: Only students eligible for a paper Renewal FAFSA will receive one. See the "What do I need to do if I want my students to receive a paper Renewal FAFSA?" section on page 10 for more details on paper Renewal FAFSA eligibility.

1. Go to the FAA Access to CPS Online home page at fafsa.ed.gov/FAA/faa.htm.

2. Select **Make Paper Renewal Application Requests** on the "Welcome to the FAA Access to CPS Online!" page. The PIN Authentication page appears.

3. Enter your **SSN**, **first two letters of your last name**, your **DOB**, and your **PIN**. After the server authenticates your identity, the "Welcome to the FAA Main Menu" page appears.

4. From the "Welcome to the FAA Main Menu" page, select **Make Paper Renewal Application Requests**. This option is removed from this page after the paper Renewal Application Request cut-off date, October 29, 2004.

5. Enter your **Destination Number** (TG#) on the "Destination/Federal School Code Entry" page and click **Next**. The "Paper Renewal Application Requests" page appears. Click **Next**. The "Step 1: Paper Renewal Application Request Type" page appears.

6. Select the paper Renewal Application request type option that best suits your needs and click **Next**. Remember that not all students can receive a paper Renewal FAFSA. More details can be found in the "What do I need to do if I want my students to receive a paper Renewal FAFSA?" section earlier in this process guide.

Type 1: Request Paper Renewal Applications for all records for all the schools under your destination point

    A. The "Step 2: Paper Renewal Application Request Verification" page appears.

    B. Go to step 7 below.

Type 2: Request Paper Renewal Applications individually by Social Security Number (SSN must be listed under your school code)

From the "Step 1: Request by Social Security Number" page:

    A. Enter individual student **SSNs** and **name IDs** (first two letters of the student's last name) on this page.

    B. If you need to submit more than 12 entries (each page can contain up to 12 entries), click **Enter More Students**. A new page with 12 additional entry fields appears.

    C. Click **Enter More Students** until you have entered all SSNs and name IDs.

    D. If you want to go back through the list and make revisions, click **Previous**.

    E. After you enter all SSNs and name IDs, click **Next**. The "Step 2: Paper Renewal Application Request Verification" page appears.

    F. Go to step 7 below.

Type 3: Request Paper Renewal Applications for all the records for specific schools

From "Step 1: Request All Records for Specific Schools" page:

    A. Enter individual **Federal School Codes** on this page.

    B. If you need to submit more than 40 Federal School Codes (each page can contain up to 40 school codes), click **Enter More School Codes**. A new page with 40 additional entry fields appears.

    C. Click **Enter More School Codes** until you have entered all your Federal School Codes.

    D. If you want to go back through the list and make school code changes, click **Previous**.

    E. After you enter all of your Federal School Codes, click **Next**. The "Step 2: Paper Renewal Application Request Verification" page appears.

    F. Go to step 7 below.

7. If you want to go back and select a different paper Renewal Application request type, select the "**Step 1: Paper Renewal Application Request Type**" link, which returns you to the paper Renewal Application request type page.

8. Now you are ready to submit your request. Click **Submit** at the bottom of the verification page. The "Step 3: Confirmation - Paper Renewal Application Request" page appears, providing the date the request was submitted to the CPS for processing. You can print this confirmation page for your records by clicking **Print**.

Using the Student Aid Internet Gateway

A Type 2 request is the only request type you can make using the SAIG. To make a Type 2 Request, build an ASCII file of SSNs and name IDs that is transmitted to the CPS through the SAIG. If you choose this method to submit your paper Renewal Application request, you must follow the "Type 2 Individual Paper Renewal Request Export and Error Import Record Layout" in the "Record Layouts" section of the *2005-2006 EDE Technical Reference*. This document is available for downloading in Adobe PDF format at the FSAdownload Web site located at fsadownload.ed.gov. The CPS cannot process Type 2 Individual Paper Renewal Application Requests submitted in any other file format. You should use the message class RADD06IN for your Paper Renewal Application Request File when you transmit it to the CPS through the SAIG.

Helpful Hints for Submitting Type 2 Requests through the SAIG

In past years, EDE schools that submitted Type 2 Requests made some errors on their requests. To avoid these common errors, refer to the "Helpful Hints" found on pages 26 and 27 of this guide.

Example of a Type 2 Paper Renewal Application Request file

The following is an example of a correctly formatted Type 2 Individual Paper Renewal Application Request Export Record file. Your file should look similar to this:

```
TGXXXXX62 111111111AB 222222222AB 333333333AB 444444444AB 555555555AC @@@@@@  Y
TGXXXXX62 666666666AD 777777777AD 888888888AD 999999999AD 101010101AD @@@@@@  Y
TGXXXXX62 121212121AD 131313131AD 141414141AH 151515151DN 161616161DO @@@@@@  Y
TGXXXXX62 171717171ZN 181818181ZO 191919191ZO 202020202ZU 212121212ZU @@@@@@  Y
TGXXXXX62 232323232ZU 242424242ZU                                     @@@@@@  Y
```

Note: XXXXX = your school's TG number   @ @ @ @ @ @ = your school's Federal School Code

What happens if I request a paper Renewal FAFSA for a student who does not have a deliverable address?

- On Type 1 Requests (paper Renewal FAFSAs for all paper renewal application eligible records for all schools under your destination number) and Type 3 Requests (paper Renewal FAFSAs for all paper renewal application eligible records for specific schools), we will skip the paper request, and the CPS will check the student's eligibility for an E-mail Renewal Reminder. You will not receive an error message for students who do not meet the criteria for a paper Renewal FAFSA for your destination or your specific schools.

- On Type 2 Requests (paper Renewal FAFSAs for selected students by SSNs), we will return an error message in your error file, and the CPS will check the student's eligibility for an E-mail Renewal Reminder.

When will my paper Renewal Application request be processed?

The CPS begins processing 2005-2006 paper Renewal Application requests on October 11, 2004, and continues to process requests daily through October 29, 2004.

Note: You can submit requests beginning October 4, 2004.

The CPS returns any Paper Renewal Application Request Error Import files to your destination number through the SAIG, even for paper Renewal FAFSAs requested through the FAA Access to CPS Online Web site. The message class for Paper Renewal Application Request Error files is EREP06OP.

If your file contains no errors, you can assume your requests have been processed. The CPS does not send an acknowledgement of your paper Renewal Application requests.

I received an EREP06OP file. What is it and what do I do with it?

What is it?

The CPS can reject a paper Renewal Application request for a variety of reasons. If this occurs, the CPS generates and sends you an EREP06OP file through the SAIG.

What do I do with the EREP06OP file?

To determine what type of error your paper Renewal Application request generated, open the EREP06OP file in an ASCII-compatible text file viewer (such as Microsoft WordPad, Notepad, or Word). Use the record layouts in the "Record Layouts" section of the *EDE Technical Reference* to assist you in interpreting the file. This document is available for downloading in Adobe PDF format at the FSAdownload Web site located at fsadownload.ed.gov.

You can receive five types of errors from the CPS:

- Error Code (position 10): Entire request is rejected.

  Found on all request types

- ID Error Code (positions 22, 34, 46, 58, or 70): Specific student ID is rejected.

  Found on the Type 2 Request only

- Federal School Code Error Code (positions 17, 24, 31, 38, 45, 52, 59, 66, or 73): Specific Federal School Code rejected.

  Found on the Type 3 Request only

- Federal School Code Error Code (position 77): Federal School Code is rejected.

  Found on the Type 2 Request only

- Format Error Code (position 81): Entire request is rejected

  Found on the Type 2 Request only

Note: All request types can be submitted using the FAA Access to CPS Online Web site. In addition to FAA Access to CPS Online, a Type 2 Individual Paper Renewal Application Request can be constructed and submitted through the SAIG.

How do I interpret the specific error messages in the EREP06OP file?

The following tables define all valid error codes and their resolutions. Look in the specified field position listed in the table heading. Identify the error code and use the table to determine the error definition and resolution.

Error Code found in position 10		
All requests		
Error Code	**Definition**	**Resolution**
1	Invalid destination number	Verify that the destination number in positions 1 to 7 is correct.
2	Destination not valid for participation	Verify that the destination number in positions 1 to 7 is correct and has a proper SAIG Enrollment Form on file with the SAIG for paper Renewal Application requests.
3	No records found in Renewal Application database	Verify that the SSN and name ID entries are valid and meet specifications. Also, verify that you have not previously requested these student records.

ID Error Code found in positions 22, 34, 46, 58 or 70 *Type 2 Request Only*		
Error Code	**Definition**	**Resolution**
1	ID not flagged for Renewal Application eligibility	Verify the SSN and name ID. If correct, the student is not eligible to participate in the Renewal Application request process.
2	ID and Federal School Code mismatch	Verify that the Federal School Code in positions 71 to 76 is correct and on the student record. If the code is not on the student record, the requesting school cannot make a paper Renewal Application request for the student.
4	Duplicate request, record previously sent	No action needed. Your previous request has been processed.
5	Undeliverable mailing address (any two of City, Mailing State, and Zip Code are blank)	No action needed. This student is not eligible for a paper Renewal FAFSA but will be considered for a Renewal Reminder instead.
6	Student ID is not eligible for a paper Renewal FAFSA	No action needed. This student is not eligible for a paper Renewal FAFSA but will be considered for a Renewal Reminder instead.

Federal School Code Error Code found in positions 17, 24, 31, 38, 45, 52, 59, 66, or 73 *Type 3 Request Only*		
Error Code	**Definition**	**Resolution**
1	Federal School Code invalid or not under this destination number	Verify the Federal School Code entries are correct or check the PIN enrollment status.
2	No records found for Federal School Code	Verify that the Federal School Code entries are correct and have appropriate EDE production status.

Federal School Code Error Code found in position 77		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
3	Federal School Code invalid or not under this destination number	Verify that the Federal School Code in positions 71 to 76 is correct or check PIN enrollment.

Format Error Code found in position 81		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
A	Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer records	Verify the destination number in positions 6 to12 on the SAIG network Header/Trailer records.
B	Incorrect message class on the SAIG network Header/Trailer records	Message class must be "RADD06IN" in positions 25 to 32 on the SAIG network Header/Trailer records.
C	Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer and Type 2 Individual Paper Renewal Request file detail records	Verify that the destination number matches in the SAIG network records and Type 2 Individual Paper Renewal Request file detail records.
D	Incorrect Year Indicator	Year Indicator must be "6" in position 8 of the Type 2 Individual Paper Renewal Request file detail record.
E	Non-Type 2 Request sent electronically through the SAIG	Paper Renewal Application Request Type must be "2" in position 9 of the Type 2 Individual Paper Renewal Request file detail record.

Format Error Code found in position 81 (Continued)		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
F	Mismatch of type and record format	Verify that the Type 2 Individual Paper Renewal Request File submitted matches the record layouts included in the "Record Layouts" section of the *2005-2006 EDE Technical Reference.* This document is available for downloading in Adobe PDF format at the FSAdownload Web site located at fsadownload.ed.gov.
G	Paper Renewal Application request contains blank lines	Verify that the Type 2 Individual Paper Renewal Request File submitted matches the record layouts included in the "Record Layouts" section of the *2005-2006 EDE Technical Reference.* This document is available for downloading in Adobe PDF format at the FSAdownload Web site located at fsadownload.ed.gov.
H	Paper Renewal Application request contains error codes	Verify that the Type 2 Individual Paper Renewal Request File submitted is not the file returned in the EREP message class.
I	Empty paper Renewal Application request submitted	Verify that the Type 2 Individual Paper Renewal Request File submitted contains at least one SSN and Name ID detail record.
J	Paper Renewal Application request contains low values (Example: Hex "00")	Verify that the Type 2 Individual Paper Renewal Request File submitted matches the record layouts included in the "Record Layouts" section of the *2005-2006 EDE Technical Reference* and initialize all field positions. This document is available for downloading in Adobe PDF format from the FSAdownload Web site, located at fsadownload.ed.gov.

How do I determine if a student received a Renewal Reminder or a paper Renewal FAFSA?

After the records for Renewal Reminders and Renewal FAFSAs have been selected, your school receives a file called the RAPP PIN/Print Notification file (PINR06OP). This file tells you whether students from your school received a Renewal Reminder or paper Renewal FAFSA, or if you have students who were eligible to participate in the Renewal Application process but did not receive either the Renewal Reminder or a paper Renewal FAFSA. You will receive this file even if you did not choose to make a paper Renewal Application request for your students. Each PINR06OP file includes all applicants who have your school code listed in any of the six school choice fields on their 2004-2005 renewal eligible transaction.

Renewal Reminder

If the Renewal Reminder Indicator field in position 167 contains a *Y*, the student received a Renewal Reminder. To determine if the student received a PIN Mailer or an e-mail, review the Student's E-mail Address field. If this field contains data, an e-mail reminder was sent to that e-mail address. If the Student's E-mail Address field is blank, the student received a PIN Mailer.

Paper Renewal FAFSA

If the Print Indicator in position 168 contains a Y, the student received a paper Renewal FAFSA.

Neither a Renewal Reminder nor Paper Renewal FAFSA

The Renewal Reminder Indicator and the Print Indicator fields are both set to *N* to indicate that the student did not receive a Renewal Reminder or a paper Renewal FAFSA. This situation can occur when:

- The student does not have a positive SSN, name, and DOB match (SSN Match Flag is not equal to 4) with the SSA and a paper Renewal FAFSA was not requested by a school for this student; or

- The student did not provide a deliverable mailing address or an e-mail address with valid syntax and has an SSN Match Flag equal to 4.

What happens to students who submit their 2004-2005 FAFSA after October 4, 2004?

We will create Renewal Applications on FAFSA on the Web for students who apply for aid for 2004-2005 after October 4, 2004, and meet the eligibility requirements for a 2005-2006 Renewal Application. While these students won't receive Renewal Reminders from us, with their PINs they can still take advantage of the simplicity of the renewal process by using the Web to reapply for aid.

I received a PINR06OP File. What is it and what do I do with it?

What is it?

A RAPP PIN/Print Notification File is sent to all schools with a Federal School Code that participate in the Electronic Data Exchange and have Renewal FAFSA eligible students attending them. This file, which is sent by the CPS in November 2004 under the message class PINR06OP, lists your school's eligible 2005-2006 Renewal FAFSA student participants. It also indicates whether students were sent a PIN, paper Renewal FAFSA, or neither.

The CPS generates and sends the file only once during the 2005-2006 cycle. It is sent in a flat ASCII text format, which can be read by most text readers (word processing, database, and spreadsheet software). This flat ASCII file can be viewed and printed in a number of ways.

What do I do with the PINR06OP File?

The first step is to download your PINR06OP File. You can download the PINR06OP from the SAIG using EDconnect, mainframe-to-mainframe, or your own transmission software. Be sure to note the folder on your computer or network drive to which you save the file.

After you have downloaded the PINR06OP File, you have two options for viewing the data:

- Import the file into software, such as spreadsheet or database software, that enables you to sort and format the data to suit your needs; or

- Print a paper copy of the PINR06OP file.

Procedures for these two options follow.

Note: Before reviewing these procedures, we recommend you print the full record layout for the RAPP PIN/Print Notification file (PINR06OP) found in the "Record Layouts" section of the *2005-2006 EDE Technical Reference*. This document is available for downloading in Adobe PDF format from the FSAdownload Web site, located at fsadownload.ed.gov. This record layout is useful in viewing and interpreting the data in the file.

Importing the PINR06OP into a Spreadsheet Program

Follow the steps below to import the PINR06OP file into a spreadsheet program (we use Microsoft Excel 97 for this example):

1. Start Microsoft Excel.

2. Select **File**, **Open** from the menu bar and then select the drive and folder where you saved the PINR06OP file. To locate the PINR06OP file in the folder window, you may need to change the Files of Type field to "All Files."

   As the PINR06OP file is not in Excel spreadsheet format (XLS), Excel automatically prompts you to convert it.

3. Follow the prompts using these responses: the fields are fixed width, start import at row 2. Select **Next**. Select **Next** again to continue and then select **Finish**.

4. After you have imported the file into a spreadsheet, you will probably want to increase the column width for certain fields to see all the data. Do this by choosing **Format**, **Column**, and **Width**. Increase the number to match the field's length (you can find the record length for each field in the record layouts in the "Record Layouts" section of the *2005-2006 EDE Technical Reference*. This document is available for downloading in Adobe PDF format from the FSAdownload Web site, located at fsadownload.ed.gov.

5. Before printing, use **File**, **Print Preview** to see if the report fits across a single page. If it does not, select **Margins** under Print Preview to adjust left and right margins as necessary before printing.

   The file includes one line for each student's 2005-2006 Renewal FAFSA information.

Printing a Paper Copy of the PINR06OP File

To print the contents of the PINR06OP file:

1. Start a text viewer or word processing program on your computer. For instance, you can print the file using the WordPad software program included in all versions of Microsoft Windows. To access WordPad, select **Start**, **Programs**, **Accessories**, **WordPad** from the Windows task bar.

2. Select **File**, **Open**, then the drive and folder where you saved the PINR06OP file. To locate the PINR06OP file in the folder window, you may need to change the Files of Type field to "All Files."

3. After the file is open, use **File**, **Print Preview** to determine if you need to change your margins. Use **File**, **Page Setup** to set left and right margins to "0" to print one student per line.

4. If you prefer to leave the margin settings unchanged, you can go to **Edit**, **Select All** and then decrease the font size using the list on the toolbar or by selecting **Format**, **Font** from the menu bar. Adjust the settings until the file is formatted with one student per line.

5. After you are satisfied with the formatting of the data, select **File**, **Print** and print the report. Depending on the number of pages the file contains, you may want to print the file in groups of pages instead of all at once.

   The file includes one line for each student's 2005-2006 Renewal FAFSA information.

How do I interpret the data in the PINR06OP File?

The PINR06OP is produced in the following field order (from left to right). See the RAPP PIN/Print Notification Record Layout in the "Record Layouts" section of the *2005-2006 EDE Technical Reference* for specific field positions. This document is available for downloading in Adobe PDF format from the FSAdownload Web site, located at fsadownload.ed.gov.

- Original SSN

- Original Name ID

- Student's Last Name

- Student's First Name

- Middle Initial

- Permanent Mailing Address

- Student's Permanent City

- Student's Permanent State

- Student's Permanent Zip Code

- Student's DOB

- Student's Permanent Phone Number

- Student's E-mail Address

- Renewal Reminder Indicator

  Y = Student received a Renewal Reminder. If Student's E-mail Address contains data, the student received a Renewal Reminder e-mail; otherwise, the student received a PIN Mailer.
  N = Student did not receive a Renewal Reminder
  Blank

- Print Indicator

  Y = Student received direct print paper Renewal FAFSA
  N = Student did not receive direct print paper Renewal FAFSA
  Blank

- Destination Number (your TG number)

- Federal School Code

Helpful Hints

We compiled a list of helpful hints for submitting Type 2 Requests based on the most common errors that EDE schools made in past years with their Type 2 Requests. The following table provides tips to help you avoid or fix common errors.

Helpful Hints	
The CPS rejected the Type 2 Request because the request file contained…	**Review your request file to ensure that…**
Information typed in lowercase	All alphabetical information in the file is in all uppercase letters.
Incorrect order of the layout	The order of records in the file is: • O*N05 (SAIG network header), • Type 2 Individual Paper Renewal Application Request records (student IDs), and • O*N95 (SAIG network trailer). **Note:** Schools transmitting their data with the EDconnect software do not need to add the SAIG header and trailer records, as the software does this for you.
Student name IDs typed in lowercase	All student name IDs are in uppercase letters.
Blank lines between data lines	No blank lines are between data records in the file.
No network header/trailer (only schools using the mainframe version of the SAIG transmission software)	The network header and trailer records (O*N05 and O*N95, respectively) are in the file.
Application or correction data	You cannot send electronic application or electronic correction data in the RADD06IN message class.

Helpful Hints (Continued)	
The CPS rejected the Type 2 Request because the request file contained…	**Review your request file to ensure that…**
Duplicate student identifiers	Each student identifier (SSN and the first two letters of the last name) provided in each student ID block of the detail line must be unique. Do not send the same student identifiers in all five student blocks in the record.
No detail individual paper Renewal Application request records	Do not send an empty file. Individual student paper Renewal Application requests should be included in the request file.
Detail individual paper Renewal Application request records in the incorrect positions	The detail records start in position 1 with the destination number. Do not start a Type 2 detail record with a blank.
Federal School Code in incorrect position	Your Federal School Code is in positions 71 to 76 of the Type 2 Individual Paper Renewal Application Request Export Record detail lines.
Student identifier in incorrect positions	The student identifiers (SSN and first two letters of last name) are positioned incorrectly within the Type 2 Individual Paper Renewal Application Request Export Record detail lines. Not all of the five-student ID blocks per line must contain data, but at least one student identifier per line must contain data.
A resubmission of Paper Renewal Application Request Error File sent by the CPS to the school	The EREP06OP file (Paper Renewal Application Request Error File sent to your school by the CPS) is not returned to the CPS for the second Paper Renewal Application Request file.

Record Layouts

Where can I find the Renewal Application record layouts?

The Type 2 Individual Paper Renewal Export and Error Import Record Layout and RAPP PIN/Print Notification Layout can be found in the "Record Layouts" section of the 2005-2006 *EDE Technical Reference.* You can download this technical reference in Adobe PDF format from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov, or more specifically, fsadownload.ed.gov/DataExchTechRef0506.htm.

Getting Help

How do I get help?

If after reading this guide you have questions regarding the 2005-2006 Renewal Application process and paper Renewal FAFSA request processes, contact CPS/SAIG Technical Support for assistance. The following services are supported by calling 800/330-5947 or sending an e-mail to CPSSAIG@ed.gov:

- Logging in to FAA Access to CPS Online

- Making your paper Renewal Application request when logged in to FAA Access to CPS Online

- Checking updates or status checks on Electronic Data Exchange (EDE) processing status

- Downloading the EREP data file from the SAIG

- Answering questions on the Type 2 Layout and Error file

- Checking status on paper Renewal Application requests

- Answering questions about the paper Renewal Application request process

- Correcting and resubmitting rejected paper Renewal Application requests

You can also post questions regarding this guide and the paper Renewal Application request process on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.